

MODIFYING AN EXISTING REPORT

- All the canned reports on the web should be your first resource for creating a different report. These can be manipulated to fit a desired need if you have access to Brio Explorer or Insight.
 - For example, if you need a detail report with a limit of BOC = 2510. All you need is a Detail Transaction Report and add BOC from VGENLEDG table to the limit bar. Make it a variable limit. The report is what you needed without having to recreate it from scratch. (Or you could have just used the ADHOC BOC report on the web.)
- The reports currently on the web contain all the information necessary for the majority of the end users. End users can fully utilize these reports by manipulating the data by the information coming into the report, creating pivots, or exporting to a database or spreadsheet.

Note: Canned reports on the web are updated on a continuous basis. If you manipulate an existing report you may have to recreate it if changes are made to the canned reports on the web. Once you change and save an existing report, it is up to you to maintain your modified version of the report.

- Reports that you have modified should be rechecked on a monthly basis.